

# JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent  
Full-time

☐ Permanent  
Intermittent

☐ Limited-term  
(Temporary)  
Length

☐ Formal Training  
and Development  
Assignment

Position Title: Senior Compliance Representative – CFE      Classification: Senior Compliance Representative  
(Promotional List and Lateral)  
Location: Franchise Tax Board – Central Office      Section/Unit: Filing Enforcement Section (FE)  
Filing Division  
Salary Range: \$4619 - \$5616      Number of Vacancies: 1

## Job Description: (includes typical duties)

Under the supervision and guidance of an Administrator I and the technical direction of a leadperson, the Senior Compliance Representative replies to INC generated correspondence, applies Nexus guidelines to determine filing requirements and set assessments. Reviews and resolves correspondence and returns to determine filing requirements. Conducts complex and comprehensive review and analysis of the Business Entity Filing Enforcement Program to improve effectiveness and efficiency.

## Required Knowledge, Skills, Abilities:

**Knowledge of Franchise Tax Board's Policies and programs.**

**Strong technical, analytical, written and verbal communication.**

**Excellent interpersonal and leadership skills and the ability to work collaboratively with staff.**

**Strong organizational, time management and planning skills.**

**Ability to make sound decisions.**

**Ability to shift priorities and/or workloads to achieve program goals.**

## Desirable Experience/Qualifications:

**Knowledge of Business Entity Tax law.**

**Knowledge of FTB Systems (BETS, INC, TI, ARCS) as well as BOE and EDD.**

**Knowledge of Excel and Word.**

**Good sense of humor.**

Mail or hand deliver your application (STD 678) by: 4/13/09

Contact Person: Jeff Van Slyke

Telephone Number: 916-845-7723

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550      Attn: Exams

Special Instruction: **FTB Employees Hand Deliver or Route To** Jeff Van Slyke M/S F-180

To be considered for the position, please submit: An employment application form STD 678 (<http://ftbnet2/>) and resume with at least 7 years of employment history including names and phone numbers of previous supervisors.

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

**All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation.** The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.